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9 Dec 1970

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Support

SUBJECT : Printing of NPIC Publications

1. Attached for information is a copy of a memorandum for record relative to a recent review of the typesetting of NPIC publications.

2. Of particular interest are the following points:

a. NPIC and PSD agree that IBM Magnetic Tape Selectric Typewriters and Composers similar to those now used in OCI have potential for improving NPIC printing production and that the system should be implemented and tested.

b. NPIC and PSD will collaborate in resolving current printing composition problems in NPIC, and PSD will provide backup typesetting assistance during peak workload situations.

c. There is general agreement that PSD has the capability to meet NPIC printing requirements and, accordingly, will plan in the direction that PSD will absorb this work if and when NPIC is relocated to the Headquarters area.



Director of Logistics

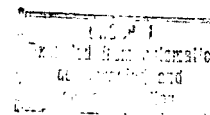
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27 November 1970

MEMORANDUM FOR THE RECORD

SUBJECT: Proposed Use of MTST/SC System for the Typesetting of
NPIC Publications

1. A meeting was held in the office of the Chief, Printing Services Division on 9 November 1970 to discuss the above subject. Attending were

2. Background:

a. As a result of increasing problems in the typesetting and composition of text and tabular matter in their publications, NPIC had initiated a series of studies to determine what steps might be taken to eliminate production bottlenecks and reduce throughput time without increasing manpower. Seven weeks was the average time required for publication. The final recommendation of the studies was essentially a plan to utilize IBM Magnetic Tape Selectric Typewriters (MTST) and Magnetic Tape Selectric Composers (MTSC) to the maximum extent feasible in addition to currently used equipment. The Keycomp keyboards and the 713 Photon would continue to be utilized. This plan required rental of the IBM equipment at a cost of approximately per year. The studies and recommendations were forwarded to PSD for review prior to the requisitioning of equipment.

b. In October, at the suggestion of the Director of Logistics and with the concurrence of the Executive Director, NPIC, PSD made a brief study of NPIC composition requirements, with the following conclusions:

(1) The use of an MTST/SC system for text material is widely used elsewhere and can be used effectively at NPIC.

(2) The primary production bottleneck is the composition of tabular material and this requires a disproportionate amount of the total manhours.

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(3) The use of MTST/SC for tabular work is still largely experimental and a small percentage of the tables would never be suitable for this method of production.

(4) Further testing is advisable before initiating a full-scale program, since its success depends largely on the capability of the equipment to handle tabular material efficiently.

(5) The one proven method for efficient production of tabular material is in use in PSD, and that test production runs of NPIC tabular work should be made using PSD facilities.

3. Major items covered in the 9 November meeting were:

a. [] Executive Director of NPIC, stated that 25X1
in the spring of 1971, NPIC would be faced with a substantial increase in publication work, both in quantity and quality. Faster throughput times would certainly be required including a new type of narrative report comparable to those produced in OCI and requiring 24-hour printing service. Greater responsiveness must be developed and [] is by no means satisfied with present production. One 25X1
problem is that the offices originating the publications tend to submit the material to NPIC/PSG simultaneously in large batches rather than in an even flow and this, in turn, causes large backlogs and unacceptable throughput times.

b. [] stated that he felt the production problems 25X1
experienced at NPIC were due in part to the fact that a complex variety of tabular work was being composed by "non-printers" and that the eventual utilization of PSD facilities should be seriously considered for this work, especially in view of the proposed future relocation of NPIC to the Headquarters site. He indicated that PSD probably has the capability to meet NPIC printing production requirements as we now understand them. For a full evaluation of PSD's capability to do this work satisfactorily, he suggested that test batches of tabular and related textual material be sent to PSD for production on the monophoto by journeyman printers. The tests would help to determine:

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NPIC Publications

- (1) What improvements, if any, could be obtained in the formats through the use of this equipment.
- (2) What throughput times could be expected.
- (3) What manhours would be required.

Admittedly, PSD should not attempt to handle the composition of a substantial volume of material with a 24-hour deadline, but other work having 2 weeks or more for printing might well be produced at PSD.

c. [] then stated that he feels that NPIC must retain control of its printing production while in its present location but that we should anticipate that this work will be accomplished by PSD if and when NPIC is relocated.

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d. Agreement was reached relative to the following:

(1) NPIC will retain primary responsibility for the printing of NPIC publications.

(2) A backstop capability will be developed in PSD for the typesetting of NPIC publications, starting with tests of tabular material in the immediate future. NPIC will continue to send material to PSD for typesetting and, occasionally, for printing of complete publications so that both offices will remain familiar with the procedures for backstopping and provide assurance that NPIC production requirements can be met effectively when necessary.

(3) In view of a possible consolidation of printing facilities in the future, NPIC will provide the Chief, PSD with copies of production reports for planning purposes.

(4) NPIC will proceed with the implementation of the MTST/SC system as proposed, in full collaboration with PSD in the development and testing of operating procedures.

/s/

[]
Chief, Systems Staff, PSD/OL

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